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TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Study of reports of the Commission on Organization of the Executive Branch of the Government

In accordance with Public Law 108, 83d Congress, the Commission on Organization of the Executive Branch of the Government is currently submitting its reports to the Congress. Reports on <sup>(1)</sup>Personnel and Civil Service, on <sup>(2)</sup>Paperwork Management, and on <sup>(3)</sup>Federal Medical Services have been released, and it is understood that more than a dozen further reports will be issued during the weeks ahead.

It is the desire of the President that each agency make a review of each of the Commission's reports and submit its views to the President through the Bureau of the Budget within thirty days after the release of the particular report. Each such statement should be forwarded in five copies.

These reviews should determine the application to the agency of the Commission's recommendations, including task force recommendations specifically endorsed by the Commission. Each agency statement should indicate the extent to which the recommendations can be put into effect and the manner of carrying them out.

ROWLAND R. HUGHES  
Director